



Learning by Design Charter School  
**Board Meeting Minutes**

**Date and Time**

January 27, 2021

5:30pm

**Dial in number:**

Conference Line: (978) 990-5000

Access Code: 891564

*The mission of Learning by Design Charter School is to create an ethically, culturally and economically diverse learning community of students, families, educators and community members who are committed to providing an equitable and exceptional learning experience for ALL of its students.*

**1. Opening Items**

a. Roll Call

- i. Board Members: Kinta Gates, Adrienne Gurley, Nazzi Kaufman, DeShawn Wynn
- ii. Administrators: Charla Austin-Harris , Tawny Laskar, Sima Arzani
- iii. Public: Lisa Jones, Scott Warner

b. Call to Order

- i. 5:33 pm

**2. Approval of Board Meeting Minutes**

a. Vote to approve December 16, 2020 Board meeting minutes

- i.   4   yes   0   no

**3. Budget**

a. Review of December Financials - Balance Sheet, Income Statement, Cash Flow Statement

b. December Financials Approval

- i.   4   yes   0   no

c. Budget Review and Discussion (Scott Warner, Lisa Jones and Finance Committee)

**4. Share out/updates from Sima Arzani - Operations**

a. Prioritizing paying down higher balances and have plans in place to pay down all aging payables by the end of the school year

b. Did not have to sell receivables this month and the goal is to maintain this posture going forward

**5. Update on Deferrals**

- a. CSFA TRAns application
  - i. Application approved. We will need to decide if we want to accept it.
  - ii. If this is accepted, you waive your right to sell receivables.
  - iii. Lots of hefty mandated legal fees on the backend.
  - iv. Lump sum; no partial payments.
- b. CAM Deferral option
  - i. Refer to the presentation from last meeting
- c. Deferral Exemption (Waiver)
  - i. Have not received confirmation on this option yet
- d. Lumen
  - i. Comparable to CAM
  - ii. Offering competitive rates and flexible options
  - iii. Need more information on the process

**6. Re-Opening Discussion**

- a. Prepping COVID Safety Plan to be uploaded
- b. Survey parents and staff on their feelings/concerns about reopening

**7. Executive Director's Report**

- a. Hired new part-time RsP Teacher
- b. Mental Health/Counselor support is now available for our families and staff
  - i. Workshop format
  - ii. Also supporting some teacher development
- c. Air Purifiers were purchased and placed in every classroom and strategically around other areas of the building
- d. If the decision is made to reopen, we will need to purchase canopies and plexiglass. We have all other supplies.
- e. NWEA benchmark second assessment will be administered next week
- f. Heavy testing rotation will be starting in February
- g. Working on approval for E-Rates; consultant is helping us with that
- h. 501c3 process has been started for Friends of LBD

**8. Closed Session**

**9. Board Member Comments**

**10. Public Comments**

**11. Adjournment**

- a. Adjourned 7:13 pm

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This legislative body conducts business under the meeting requirements of the Ralph M. Brown Act.  
MEETING AGENDA & RELATED MATERIALS

Agendas for regular board meetings as defined by the Brown Act will be posted at the meeting site and the legislative body's website, if applicable, 72 hours prior to the start of the meeting. Agendas for special meetings as defined by the Brown Act will be posted at the meeting site and the legislative body's website, if applicable, 24 hours prior to the start of the meeting. Materials relating to an agenda topic that is a matter of public record in open session, will be made available for public inspection 72 hours prior to the start of the meeting, or, alternatively, when the materials are distributed to at least a majority of board members.

**THE ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE**

Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice.

**REASONABLE LIMITATIONS MAY BE PLACED ON PUBLIC TESTIMONY**

The Governing Board's presiding officer reserves the right to impose reasonable time limits on public testimony to ensure that the agenda is completed.

**SPECIAL PRESENTATIONS MAY BE MADE**

Notice is hereby given that, consistent with the requirements of the Bagley-Keene Open Meeting Act, special presentations not mentioned in the agenda may be made at this meeting. However, any such presentation will be for information only.

**REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY**

Pursuant to the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, any individual with a disability who requires reasonable accommodation to attend or participate in this meeting may request assistance by contacting Learning by Design Charter School, 7019 South Van Ness Ave., Los Angeles, CA 90047; telephone: (323) 903-5712; <https://www.learningbydesignschools.org/home>